

MnSCU ACADEMIC PROFESSIONAL 4

KIND OF WORK

Professional level academic and academic support work for a two year higher education institution or centralized office, fourth of 6 classes within the academic professional job class series.

NATURE AND PURPOSE

Under limited supervision, serves as the lead for two or more large and complex professional academic programs or specialized professional student service areas or provides professional level functions on a regional basis; responsible for designing, planning and implementing a comprehensive academic program or student service area; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Compared to MnSCU Academic Professional 3's, incumbents in this class will be responsible for performing professional level functions on a regional basis (region of the state) or responsible for two or more large and complex professional academic programs or specialized professional student service areas. Incumbents in this class will research and interpret multiple options and new applications in a variety of areas and decisions are guided by diversified procedures and specialized standards. An incumbent in the MnSCU Academic Professional 4 level are confronted with problems that "fall in the cracks" and are rendered by "reading between the lines." Positions render significant "advice and counsel" in addition to information and/or analysis and decisions are likely to be made by virtue of that counsel.

OPTIONS

45 options are available for this job class.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provide investigation and consultative services for general or sexual harassment, discrimination, or misconduct complaints; provide training to students, faculty, and staff in the prevention of discrimination, sexual or general harassment, or sexual violence so as to improve campus climate.

Serve as the Chief Development Officer and develop long-range plans and implementation of a comprehensive advancement and fund development program to meet the college's fundraising goals.

Review, monitor, and correct institutional practices and performance of activities to ensure compliance with federal and state financial aid regulations, rules and guidance, and Board policies and system wide procedures; monitoring includes but is not limited to Satisfactory Academic.

Progress, accurate and timely return of Federal Title IV funds, Pell attendance and Minnesota State grant program, the Drug-Free Schools and Campuses Act, FFELP over awards, resolution of previous audit findings, required federal and state reporting, consumer information materials and default management plans and actions.

Implement the regional agriculture center work plan and facilitate development of future work plans to enhance agricultural career pathways throughout the State.

Coordinate the transportation center operations and activities in support of the consortium member colleges and industry partners to provide assistance in program accreditation, large grant development, regional leadership for transportation needs and meet identified goals.

Develop and implement the annual work plan, goals, and budget to meet priorities identified by the consortium members.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Transportation issues and legislation at the local, state and national levels sufficient to translate to academic program development and meet the needs of business and industry partners.

All Title IV Federal financial aid programs sufficient to develop and/or implement institutional or system wide financial policies, procedures and practices.

Civil Rights, Human Rights, ADA/504 Rehabilitation Act, or other similar laws or regulations pertaining to discrimination, sexual or general harassment, or sexual violence.

Equity and diversity issues and emerging trends and best practices.

Skills in:

Managing projects from inception through execution and evaluation sufficient to create clear and attainable project objectives, build project requirements, oversee cost, time and scope of projects, manage project constraints, and communicate progress and end results.

Communication sufficient to prepare messages and materials for diverse audiences and clearly explain, discuss, and present complex ideas, regulations, policies and/or procedures.

Planning, implementing, and/or accrediting educational programs.

Specialty computer software such as Financial Aid or fundraising applications and systems sufficient to set-up, manage, query and analyze data and create reports and presentations for decision making.

Conducting complex investigations of discrimination/harassment/sexual violence complaints applying Civil Rights, Human Rights, ADA/504 Rehabilitation Act, or other similar laws or regulations.

Ability to:

Design, develop, and deliver training that engages learners and achieves learning objectives.

Work with auditors and/or program reviewers sufficient to provide required data in a timely and accurate manner.

Identify and work directly with national financial aid associations and reporting centers, such as the National Student Clearinghouse, to effectively represent the needs of MnSCU institutions and system.

Evaluate educational programs and services sufficient to recommend and/or implement curriculum enhancements.

Build relationships in a bicultural and bilingual environment to effectively understand the needs of diverse populations and translate those to educational programs and services and campus climate initiatives.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

NA

SPECIAL WORKING CONDITIONS

N/A

Est.: 02/07

Rev.: 05/18

Former Class Titles: